

COLORADO ARMY NATIONAL GUARD EXCEPTED TECHNICIAN

VACANCY ANNOUNCEMENT NUMBER

TVA #09-096**POSITION TITLE, SERIES & GRADE:** Administrative Officer, GS-0341-11**PDCN:** 70163000**OPENING DATE:** 18 June 2009**SALARY:**

\$60,459

to

\$78,591

(Per Annual)**CLOSING DATE:** 17 July 2009**(Step 01)****(Step 10)****AREA OF CONSIDERATION:** Limited to current officers of the Colorado Army National Guard (COARNG).**MAX MILITARY GRADE:** MAJ/O-4**MIN MILITARY GRADE:** CPT/O-3

NOTE: Grade inversion within the full-time workforce is not permitted. The military grade must not exceed that of the selecting supervisor listed below. Higher graded applicants may be considered but the final decision is the responsibility of the selecting supervisor with HRO concurrence.

COMPATIBLE MILITARY ASSIGNMENT: 43A, 42B, FA40

Note: Applicant does not need to possess this MOS, but must obtain within one year of hire. If not obtained within one year it may be grounds for removal without appeal.

SELECTING SUPERVISOR: LTC Donald Laucirica

Telephone 719-235-0308 / DSN 250-3700

LOCATION OF POSITION: JFHQ-CO/CAO/117th Space, Colorado Springs, CO**NOTES:** 1. PCS FUNDS ARE NOT AVAILABLE.

2. Be advised that if selected for a military technician position where membership in a reserve component is a condition of employment, your bonus will be terminated and may or may not be subject to recoupment. Questions pertaining to recoupment may be directed to the State Incentives manager, CW2 Edwin Chapin, 720-250-1337.
3. Must provide military rank, DOB, SSN, and TVA# on resume/application. Also submit the OF 306 (Declaration of Federal Employment).
4. Must submit a current JPAS printout to JFHQ-CO/Recruitment and Placement prior to hiring date as proof of Secret clearance. Must have the ability to obtain a TS/SCI clearance within one year of hire.

SPECIALIZED EXPERIENCE: Specialized experience will be used to determine qualifications for the announced position:

Provide From and To Dates (mm/yy) that specifies the specialized experience. Candidates must have **36 months** of specialized experience which included planning, organizing and coordinating work in situations where numerous diverse demands were involved. Experience which required the analysis of work problems having an administrative aspect (as distinguished from problems involving primarily technical or subject matter knowledge). Experience which provided knowledge of the organization and its mission and involved utilization of the organization's formal staff procedures. Increasingly responsible experience which included responsibility for the supervision and management of personnel. Experience which required the applicant to acquire and apply knowledge of essential management/administrative services. Ability to apply basic critical thinking skills to either solve or make administrative, operational or technical problems related to Space, Missile Defense and National Guard issues. Potential to understand and implement personnel related administrative functions and actions.

KNOWLEDGES, SKILLS AND ABILITIES (KSAs): In the event there are more than 10 certified applicants, the following KSA's will be used to determine the best qualified applicants from which selection will be made.

1. Ability to plan, organize, coordinate and accomplish administrative and basic staffing tasks.
2. Ability to understand and implement leadership guidance and intent through project or staff action completion.
3. Strong documented experience using Microsoft Office 05/07 products such as MS Word, Excel and PowerPoint.
4. Knowledge of the Colorado Army National Guard and the Space and Missile Defense Community and its mission.
5. Knowledge of staff procedures, office and personnel management practices.
6. Understanding of General Officer level protocol and itinerary development.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: College transcripts must accompany application to be considered. 3 full academic years of graduate education in business, administration or management will meet all the requirements for the GS-11.

POSITION DESCRIPTION: Develops, implements, and evaluates the administrative, personnel and supply policies and programs for the Space & Missile Defense element. Plans, organizes, and assigns work to employees engaged in administrative, personnel or supply work assigned to the Space & Missile Defense element. Participates in carrying out the supervisory responsibilities of the senior FTS individual. Keeps abreast of new policy, regulations, and directives issued by higher headquarters concerning administrative, personnel, and supply activities. Makes day-to-day decisions for the commander concerning personnel assignments. At the direction of the supervisor, represents the National Guard and unit commander in the community. Performs others duties assigned. This position is primarily Space and Missile planning and coordination staff-officer position. The office of the Assistant Adjutant General for Space, Colorado National Guard is currently the coordinating element for Space in the National Guard. The fully qualified candidate must understand Space and Missile Defense challenges and requirements and conduct the staff coordination functions required to engage National Guard and Active Component Major Commands. The successful candidate must have documented experience drafting fully researched and staffed memorandums, write papers, presentations and agendas, etc. for use by Space and Missile Defense general Officers.

Please see "Instructions for Applying" for a complete and comprehensive application for the Colorado National Guard, attached to this announcement.

APPLICATION INSTRUCTIONS AND GENERAL INFORMATION:

When this announcement closes, each application will be qualified and rated. "Qualified" means that we will compare your experience with a standardized set of qualification criteria (Specialized Experience) for the particular position being announced. "Rated" means, if there is more than one grade listed on this announcement, you will be found qualified at one of those grades according to the number of months experience you have listed (see first page under "SPECIALIZED EXPERIENCE"). If your application is found qualified, it will be rated accordingly and your application will be forwarded to the selecting supervisor. If found not qualified, you will receive a letter indicating that you were "not qualified" and the reason(s) why. You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. *Incomplete applications will be considered "Not Qualified" because of lack of information.* The HRO is not responsible to inform you that your packet is incomplete. When the qualification records are completed for the selecting supervisor, the decision is final. **YOU MUST REVIEW THE CONTENTS OF THIS INSTRUCTION SHEET TO COMPLETE YOUR APPLICATION PROPERLY.**

At a minimum, your packet must include the following information:

- A typed or neatly printed summary of your employment history (a resume, OF 612, or any other format you choose) is required.
- Announcement number and title of the position for which you are applying.
- Your full name, mailing address, appropriate phone numbers, Social Security Number and date of birth.
- Your military grade, unit of assignment, and MOS. List your National Guard (weekend duties) separately from your other job experiences. List your position, military grade, supervisor, phone numbers, dates you have held each job and a detailed duty description.
- A detailed narrative of your work experiences (paid or unpaid), training, education, and/or other information that relates to the specialized experience stated on the vacancy announcement. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail. You may use continuation pages to include all related experience. Ensure that both military and civilian experiences are fully described, to include time frames.
- If you have completed any college courses, include copies of your college transcripts with the application.
- DO NOT use Appraisals or Appraisal Standards as proof of your experience. Do not include copies of military appraisals.
- **WRITE A SUMMARY OF EACH KSA (including from and to dates for each KSA) TO EXPLAIN HOW YOU QUALIFY IN CASE THERE IS MORE THAN TEN APPLICANTS.**
- List all pertinent military schools and training completed. You may include your certificates of completion and any special licenses.
- Optional Form (OF) 306, Declaration of Federal Employment, must be attached to your application.
- STAPLE all documents together in one package. DO NOT use binders, folders or notebooks when you turn in your application.
- **Please sign and date application.**
- The application must be received in the HRO not later than close of business (1530 hours) on the closing date.

SUBMIT YOUR APPLICATIONS TO: Human Resources Office

ATTN: HRO-Staffing Section

6848 South Revere Parkway

Centennial, CO 80112-6709

720-250-1166 or DSN 250-1166

You may also fax your complete application to: 720-250-1169 or DSN 250-1169

The HRO is not responsible for incomplete faxes. Please contact HRO to ensure that your fax arrived and was complete.

NOTES: 1. All employees must participate in Direct Deposit/Electronic Fund Transfer. 2. Acceptance of a Permanent or Indefinite Excepted Service Position will cause termination from Selected Reserve Incentive Program (SLRP) Military Bonus.

Applications of non-selected applicants **will not be returned, and will NOT be filed in the Official Personnel File (OPF).** Should a position be announced at less than the authorized grade (Trainee), the selected applicant may be promoted when he/she meets all qualifications and is submitted by the supervisor.

IF YOU ARE SELECTED FOR THE POSITION: The selecting supervisor is responsible to notify you that you were selected for the position, and should inform you what to do next. You will receive a letter in the mail from an HRO representative informing you of your hire date and inprocessing date, and whom to contact with your questions.

IF YOU ARE NOT SELECTED FOR THE POSITION, the selecting supervisor is responsible to inform you that you were not selected. He/she is allowed to tell you who the actual selectee was, but is not allowed to discuss other applicants' qualifications with you. The selecting supervisor is allowed, if you ask him/her, to advise you of ways to improve your interview techniques or your application in order to enhance your opportunities for future vacancies. HRO Staffing section is available to give advice on how to build a better application.

EXPLANATION: An EXCEPTED position is exempt from normal procedures used in hiring for Federal Civil Service in that applicants are neither formally tested nor obtained from a register. EXCEPTED Technicians, during the course of employment, will receive the same benefits as all other Federal employees, including coverage under the Civil Service Retirement System or Federal Employees Retirement System. EXCEPTED Technicians are required to wear appropriate military uniform, and must become active members of the Colorado National Guard. An INDEFINITE position may be terminated at any time given a 30 day notice.

THE COLORADO NATIONAL GUARD IS AN EEO EMPLOYER: all applicants will be considered without regard to race, color, religion, national origin, age, sex, non-disqualifying physical handicap, except when the applicant involved is ineligible to become a member of the Army or Air National Guard because of regulatory restriction on age or sex (EXCEPTED positions only). All announcements must be posted on all unit/office bulletin boards, in a public area, until the closing date, at which time they may be filed or destroyed. Extra copies of all announcements are available at HRO. Call (720) 250-1166, or DSN 250-1166.

Also see the HRO Colorado National Guard website to view other Full Time jobs at <http://www.coloradoguard.army.mil/hro/hro.html>.